

VOCATIONAL INSTRUCTOR (COMPUTER AND RELATED TECHNOLOGIES)

Department of Rehabilitation
Departmental Open, Spot Examination: Albany
Examination Code: 8RH97
Final Filing Date: Continuous

CLASSIFICATION DETAILS

Classification Code: 7586

Salary Ranges

Range A \$4,326 - \$5,683 per month
Range B \$4,524 - \$5,946 per month
Range C \$4,741 - \$6,228 per month
Range D \$4,965 - \$6,525 per month

View the [classification specification](#) for the Vocational Instructor (Computer and Related Technologies) classification.

APPLICATION INSTRUCTIONS

Final Filing Date: Continuous

Who Should Apply

Applicants who meet the minimum qualifications as stated on this bulletin may apply for and take this examination.

How to Apply

All applicants must complete and submit the following examination materials:

- [Standard State Application \(STD 678\)](#)
- [Training and Experience Evaluation](#)

All examination materials must have original signatures. Faxed or emailed copies will not be accepted under any circumstances. Submit all examination materials to:

**Department of Rehabilitation
Selections and Special Projects Unit
721 Capitol Mall
Sacramento, CA 95814**

Special Testing Arrangements

If you have a disability and require alternative testing arrangements, please contact the Selections and Special Projects Unit at (916) 558-5545.

TESTING PERIOD

Testing is considered continuous as test dates can be set at any time as department needs warrant.

A candidate may be tested only once during a 12-month period.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applicants must meet the education and/or experience requirements for this examination by the final filing date.

MINIMUM QUALIFICATIONS

Credential: Possession of a valid California teaching credential which authorizes the holder to teach, on a full-time basis, a vocational course in the appropriate subject specialty or Industrial Arts subspecialty. Applicants who do not possess this credential may take the examination, but must meet the requirements and have an application on file with the Commission on Teacher Credentialing for the appropriate credential before an appointment can be made and must secure the credential within 120 working days after appointment. After issuance, the credential must be maintained by completion of any required examinations or course work.

SPECIAL REQUIREMENTS

Must be willing to continue their educational development; work in a State hospital and developmental center, or in the Department of Rehabilitation's Orientation Center for the Blind; participate in group-oriented treatment programs; maintain a sympathetic and objective understanding of patients or clients in a State hospital or developmental center; maintain high standards of morals and speech; and demonstrate tact, patience, and emotional stability.

POSITION DESCRIPTION

The Vocational Instructor (Computer and Related Technologies) plays an integral role in the rehabilitation process, teaching participants computer skills to prepare for independence, academic, and employment opportunities. The incumbent provides individual and group instruction in the use of computers with adaptive technology, software applications, hardware peripherals, and adaptive equipment to participants with visual impairments/blindness; participates as a member of an interdisciplinary team to support participants with developing independent living skills and adaptive techniques; assists participants' adjustments to blindness, developing socially appropriate attitudes and interests; and prepares participants to achieve independence through gainful employment.

Positions exist at the Department of Rehabilitation's Orientation Center for the Blind in Albany.

EXAMINATION PLAN

This examination consists solely of a training and experience evaluation. In order to obtain a position on the eligible list, a minimum score of 70% must be received.

Training and Experience Evaluation – Weighted 100%

Scope: In addition to evaluating each candidate's relative abilities as demonstrated by quality and breadth of experience, emphasis will also be on measuring competitively, relative to job demands, each candidate's:

Knowledge of:

1. The methods, materials, tools, machines, equipment, and safety principles involved in teaching a particular vocational specialty
2. The principles, methods, practices, current developments, and trends in vocational education

Ability to:

1. Perform the duties of a journeyperson in the field of their specialty
2. Provide leadership and motivation to patients or clients of State hospitals and developmental centers, or in the Department of Rehabilitation's Orientation Center for the Blind
3. Teach and supervise these individuals
4. Work effectively with other disciplines
5. Read and use drawings and sketches
6. Estimate and order supplies
7. Analyze situations accurately and take effective action
8. Maintain fair and firm discipline
9. Keep records and prepare reports

ELIGIBLE LIST INFORMATION

A departmental open list will be established for the Department of Rehabilitation. The names of successful competitors will be merged onto the eligible list in order of final score regardless of test date. Eligibility expires 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

Veterans' Preference will be awarded to all successful competitors in this examination who qualify for and have requested Veterans' Preference through the California Department of Human Resources (CalHR).

Career credits will not be granted in this examination.

GENERAL INFORMATION

To learn more about the Department of Rehabilitation (e.g., how to prepare for a civil service examination, information regarding the Americans with Disabilities Act, the Limited Examination Appointment Process (LEAP), office locations, etc.), visit our website at www.dor.ca.gov.

Standard state applications (STD 678) are available at the CalHR, local offices of the Employment Development Department, and through your [CalCareer Account](#).

It is the candidate's responsibility to contact the Department of Rehabilitation's Selections and Special Projects Unit in Sacramento at (916) 558-5545 three weeks after submission of application if he/she has not received a progress notice.

If you meet the requirements, you may take this examination. Possession of the entrance requirement does not assure a place on the eligible list. All candidates who pass will be ranked according to their scores.

The Department of Rehabilitation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revisions will be in accordance with civil service law and rules and all candidates will be notified.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the classification.

Veterans' Preference will be awarded in this examination, pursuant to Government Codes 18973.1 and 18973.5 as follows: 1) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference. 2) An entrance examination is defined, under the law, as any open competitive examination. And 3) Veterans' Preference is not granted once a person achieves permanent civil service status.

Veteran status is verified by the CalHR. Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Form CalHR 1093), which is available at <https://jobs.ca.gov/CalHRPublic/Landing/Jobs/VeteransInformation.aspx> and the Department of Veterans Affairs.

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721 Capitol Mall
Sacramento, CA 95814
(916) 558-5545
Telecommunications Relay Service: 711

EQUAL OPPORTUNITY EMPLOYER

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

DRUG-FREE STATEMENT

It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service and the special trust placed in public servants.

Updated: 10/10/18